

DataQs State Implementation Plan



Minnesota

**For Compliance with Federal Motor Carrier Safety Administration (FMCSA) Revised
Motor Carrier Safety Assistance Program (MCSAP) Grant Requirements**

Date: September 2026

Purpose

In April 2026, FMCSA announced updated requirements for State participation in the DataQs system as a condition of receiving MCSAP grant funding. To comply with those requirements, each State must submit a DataQs State Implementation Plan. The following pages contain the key elements of the plan approved by FMCSA for Minnesota.

DataQs State Implementation Plan

State: Minnesota

MCSAP Lead Agency: MN State Patrol Commercial Vehicle District

Initial Review Process

Roles and Responsibilities

- Persons responsible for managing DataQs for the organization
 - **Responsible Party:**
DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant)
 - **Supervisor(s):**
Administrative Lieutenant
 - **Backups:**
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 - **Interactions:**
<intentionally left blank>
- Person(s) responsible for decision-making for the Initial Review process
 - **Responsible Party:**
DataQs Investigators (Commercial Vehicle Inspector II)
 - **Supervisor(s):**
Commercial Vehicle Inspector Supervisor III, Rank: Sergeants and District Field Lieutenants
 - **Backups:**
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 - **Interactions:**
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- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
Commercial Vehicle Inspector (on report), any district commercial vehicle district supervisor, FMCSA division office, any relative subject matter expert.
 - **Supervisor(s):**
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 - **Backups:**
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- **Interactions:**
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Process Description

- Receipt of RDR
 - **Responsible Party:**
DataQs Investigators (Commercial Vehicle Inspector II)
 - **Process:**
The DataQs Investigators (Commercial Vehicle Inspector II) will open all RDR types except for Inspection – Report Requests. The Inspection – Report Requests will be completed by the DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant).
- Review of RDR
 - **Responsible Party:**
DataQs Investigators (Commercial Vehicle Inspector II)
 - **Process:**
The DataQs Investigators (Commercial Vehicle Inspector II) will review the RDRs and any requestor submitted evidence. If additional information/evidence is needed, they will reach out to the inspector named on the inspection report, the requestor, a supervisor, or any subject matter experts that may or may not be necessary to conclude the initial review.
- Outcome of RDR
 - **Responsible Party:**
DataQs Investigators (Commercial Vehicle Inspector II)
 - **Process:**
Once the DataQs Investigators (Commercial Vehicle Inspector II) have concluded an initial review of the RDR they will determine an initial outcome of the DataQs case and submit a detailed and thoughtful initial response to the requestor in the DataQs portal.
- Closure of RDR
 - **Responsible Party:**
DataQs Investigators (Commercial Vehicle Inspector II)
 - **Process:**
The DataQs Investigators (Commercial Vehicle Inspector II) concurrently with the initial response will close the DataQs RDR with the equivalent status of the response.

For RDRs Inspection – Report Request the DataQs Coordinator (Commercial

Vehicle Inspector Supervisor III, Rank: Sergeant) will submit the inspection reports to the “validated carrier” or the “driver named on the report” and close RDR – report sent. Third parties and unvalidated carriers will be directed to utilize a GovQA data request and the RDR will be closed – report not sent.

- **Timeliness:**

The initial review period will follow the FMCSA’s guidelines for request timeliness.

The RDR and initial review will be opened within 7 calendar days of submission. The initial review response and closure will be completed within 21 calendar days.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected.

Closed—Data Correction Made: The request has been closed and the data will be corrected.

Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent.

Closed—Report Sent: The request has been closed and the agency sent the report. The agency may have faxed or uploaded the report to DataQs or it may have sent the report directly via email or postal mail.

Closed—No Requestor Response: The request was closed because the requestor did not respond.

Communication:

The DataQs process including all steps of the review processes will be available on a flow chart template and available to the requestors at any time. During the initial review the DataQs Investigators (Commercial Vehicle Inspector II) will be the main source of communication to the requestor for progress and outcome. The requestor at any time in the process can contact the DataQs Coordinator (Commercial Vehicle Inspector Supervisor, Rank: Sergeant) for status updates on the RDR.

Next Steps:

Following the closure of the initial review, if the requestor would like to escalate the RDR for an appellate review they must request a reconsideration review within 30 days in the DataQs portal. The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) will be the direct contact for the reconsideration review.

Reconsideration Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Reconsideration Review process
 - **Responsible Party:**
DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant)
 - **Supervisor(s):**
Administrative Lieutenant
 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
Commercial Vehicle Inspector (on report), the requestor, any district commercial vehicle district supervisor, FMCSA division office, any relative subject matter expert
 - **Supervisor(s):**
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 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) convening a panel or committee
 - **Responsible Party:**
The reconsideration requests will be conducted solely by the DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant). The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) will reevaluate all evidence presented for the review, the initial review results that were made by the DataQs investigator (Commercial Vehicle Inspector II), additional statements or evidence submitted by the requestor, any additional evidence that is being presented that was not initially available to the investigators. This will be an impartial review of the investigator's (Commercial Vehicle Inspector II) determination made in the initial review.
 - **Supervisor(s):**

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- **Backups:**
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- **Interactions:**
<intentionally left blank>
- **Panel members' titles and associations:**
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Escalation Procedures:

When the requestor articulates the need for the DataQs case to be escalated to a reconsideration review all requests will be escalated to the 2nd stage of review.

Process Description

- Review of RDR
 - **Responsible Party:**
DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant)
 - **Process:**
The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) will conduct an in-depth review of the RDR in it's entirety. All new and existing evidence will be reviewed and the initial review will be audited for accuracy.
- Outcome of RDR
 - **Responsible Party:**
The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant)
 - **Process:**
The outcome of the reconsiderations will be generated as a reconsideration response. The response will be all encompassing providing the requestor with regulations, regulatory guidance, inspection bulletins, guidance from the FMCSA division office, all compelling evidence, and a thorough explanation of the findings.
- Closure of RDR
 - **Responsible Party:**
The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant)
 - **Process:**

Concurrently with the outcomes of the reconsideration review the case will be closed with the equivalent status being assigned at closure.

- **Timeliness:**

The reconsideration review will follow the FMCSA's guidelines for request timeliness. The reconsideration review response and closure will be completed within 21 calendar days.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected.

Closed—Data Correction Made: The request has been closed and the data will be corrected.

Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent.

Closed—Report Sent: The request has been closed and the agency sent the report. The agency may have faxed or uploaded the report to DataQs or it may have sent the report directly via email or postal mail.

Closed—No Requestor Response: The request was closed because the requestor did not respond

Communication:

The DataQs process including all steps of the review processes will be available on a flow chart template and available to the requestors at any time. During the reconsideration review the DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) will be the main source of communication to the requestor for progress and outcome. The requestor at any time in the process can contact the DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) for status updates on the RDR.

Next Steps:

Following the closure of the reconsideration review, if the requestor justifies a need for further escalation of the RDR for an appellate review they must request a final review within 30 days in the DataQs portal. The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) will be the direct contact for the final review.

Final Review Process

Roles and Responsibilities

- Person(s) responsible for decision-making for the Final Review process
 - **Responsible Party:**
DataQs Review Panel (all members will be uninvolved in the RDR and any of the first 2 stages of the review process)
Uninvolved District Supervisor (Lts./Sgts.)
Uninvolved Commercial Vehicle Inspector/Technical Sergeant (Inspectors)
Uninvolved Member of Industry and/or Subject Matter Expert
 - **Supervisor(s):**
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 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) consulted for additional information or evidence
 - **Responsible Party:**
Any uninvolved subject matter expert can be requested by any of the DataQs review panel members.
 - **Supervisor(s):**
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 - **Backups:**
<intentionally left blank>
 - **Interactions:**
<intentionally left blank>
- Person(s) convening a panel or committee
 - **Responsible Party:**
The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) will moderate, schedule, and provide the evidence package to all members of the DataQs review panel.

Note: The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) will have no vote on the committee.
 - **Supervisor(s):**
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 - **Backups:**

<intentionally left blank>

- **Interactions:**

<intentionally left blank>

- **Panel members' titles and associations:**

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Escalation Procedures:

When the requestor believes that the state in both the initial review and the reconsideration review has reached an incorrect finding and the requestor justifies a need for further escalation then a final review will be granted and a DataQs review panel will be convened.

Process Description

- Review of RDR
 - **Responsible Party:**
Uninvolved District Supervisor (Lts./Sgts.)
Uninvolved Commercial Vehicle Inspector/Technical Sergeant (Inspectors)
Uninvolved Member of Industry and/or Subject Matter Expert
 - **Process:**
The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) will receive the request for final review. There will be no new evidence accepted during this stage of the review process. The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) will schedule and convene the DataQs review panel. All members of the review panel will receive an evidence package from the DataQs case prior to the meeting date for review. The DataQs review panel meeting will be conducted and recorded on Microsoft Teams. The DataQs Coordinator will moderate the meeting but have no vote or other influence on the outcome. The DataQs review panel members will be the sole decision makers during this stage of review.
- Outcome of RDR
 - **Responsible Party:**
Uninvolved District Supervisor (Lts./Sgts.)
Uninvolved Commercial Vehicle Inspector/Technical Sergeant (Inspectors)
Uninvolved Member of Industry and/or Subject Matter Expert
 - **Process:**
At the conclusion of the DataQs panel review after all evidence is discussed and the panel believes there is no further discussion needed to make a

determination, a majority vote will be taken and the results of this vote will be the outcome of the final review.

- Closure of RDR
 - **Responsible Party:**
DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant)
 - **Process:**
The outcome of the review panel will be the final agency decision. The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) will generate a final agency decision letter that includes all details of the review panel meeting and the results of the majority vote that was conducted. The final agency decision letter will be submitted in the DataQs portal concurrently with the final closure of the RDR.
- Timeliness:
The final review will follow the FMCSA's guidelines for request timeliness. The final review response and closure will be completed within 45 calendar days.

Expected Outcomes for RDR Closures:

Closed—No Data Correction Made: The request has been closed and the data will not be corrected.

Closed—Data Correction Made: The request has been closed and the data will be corrected.

Closed—Citation Results Entered: The request has been closed and the violation will be appended to reflect the outcome of the citation.

Closed—Report Not Sent: The request has been closed, but the requested inspection report was not sent.

Closed—Report Sent: The request has been closed and the agency sent the report. The agency may have faxed or uploaded the report to DataQs or it may have sent the report directly via email or postal mail.

Closed—No Requestor Response: The request was closed because the requestor did not respond

Communication:

The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) can be contacted at any time during the process to provide status updates of the RDR. The DataQs Coordinator (Commercial Vehicle Inspector Supervisor III, Rank: Sergeant) will submit the final agency decision letter to the DataQs portal.

Next Steps:

The submitter can expect that the final agency decision letter and outcome is the final closure that will be made to the RDR. There will be no further review or escalation of the RDR from the state.